

PRONI

CODE OF CONDUCT FOR REGISTERED PRONI VISITORS

Please read this leaflet carefully. When you register as a Visitor, you agree to abide by the Statutory Rule *Public Use of the Records (Management and Fees) Rules (Northern Ireland) 2016* and associated Code of Conduct. Copies of the Statutory Rule and Code of Conduct are available upon request and on the PRONI website: www.nidirect.gov.uk/proni.

Behaviour and/or actions contravening the Statutory Rule or Code of Conduct may result in withdrawal of your Visitor Pass and may lead to criminal or civil proceedings.

1. Visitors will be responsible for the security of documents produced to them.

- a. I will not remove any original documents from the reading room.
- b. I will display my Visitor Pass in the search room and reading room at all times.
- c. I will produce my Visitor Pass for inspection by PRONI staff before original records are produced to me.
- d. I will be responsible for records which have been issued to me:
 - i. I will only consult documents at the table allocated to me
 - ii. I will not pass to or swap documents with other visitors
 - iii. I will not leave documents unattended in the reading room
 - iv. I will return documents to the issue desk if I am leaving the reading room for any reason.
- e. I note that Security staff invigilates in the reading room at all times.
- f. I note that Closed Circuit Television is in operation in all public areas (except the rest rooms).

2. Visitors will be responsible for the safe handling of documents produced to them.

- a. I will not damage or deface any original documents.
- b. I will undertake any handling and preservation instruction as required by the Deputy Keeper prior to documents being produced to me.
- c. I will adhere to PRONI Document Handling Policy; all document handling